

## **FORMS NEEDED FOR TEMPORARY STATE PISTOL PERMIT APPLICATION – Newtown Police Department**

1. **Permit Application:** DPS-799-C application form (Rev. 03/03/2021) filled out **completely** and **notarized**. Your completed application must be received within 45 days after being notarized or it will not be accepted. Questions not answered will cause a delay in processing. Include your telephone number on the form.
2. **Identification:**
  1. Original or certified copy of Birth Certificate, or a current passport.
  2. A Connecticut Driver's license with a Newtown address. If your license doesn't have a Newtown address, proof of residency must be provided such as a utility bill (tax bills will not be accepted)
3. **Firearms Safety & Use Course:** Original certificate from a CT approved instructor, dated after 5/15/16.
4. **Military Service:** **Copy** of Military Discharge Papers, DD214 or DD256 if applicable.
5. **Payment:** **Check or Money Order made out prior to arrival:**
  - \$70.00 payable to Town of Newtown: this is for the processing of your permit application
6. **Fingerprints:**

**Fingerprint Process:** The State of Connecticut has recently changed its fingerprint process. You must now pre-enroll on a separate website prior to being fingerprinted. A working email address and valid credit card are required in order to preregister. Please follow the process below regarding fingerprinting for pistol permits.

  1. Go to the following website: <https://ct.flexcheck.us.idemia.io/cchrspreenroll/>
  2. Fill in Service Code using the following code: 5885-D51A
  3. Click "Submit Service Code". Once you submit the code, you will be asked to verify the code. This code is specific for pistol permits and is specific for the Newtown Police Department. If the screen does not show this information, then you have to try again to ensure that you put in the proper code.
  4. Complete the Pre Enrollment information fields. Mandatory fields are in bold font and are highlighted in blue. You will not be able to submit if you forget to complete a mandatory field. Once complete click "Submit Pre-Enrollment" at the bottom of the page.
  5. After completing the pre-enrollment steps, a confirmation screen will appear indicating the charge for pre-enrolling for a pistol permit, which is \$88.25. Click "Continue" to be taken to a secure checkout area. You will then have to complete the payment by using a master card or visa credit card.
  6. Once payment is complete a screen will appear that will contain an applicant tracking number and a bar code. This page will also be emailed to the email you provided. This page with the tracking number and bar code **must be printed out and brought with you and presented to the person fingerprinting you.** (Note that with this bar code, you can be fingerprinted by any agency that offers printing services)
7. **Tracking number and bar code:** As part of your pistol permit packet, you must provide the official page that was sent to you after you pre-enrolled for your fingerprints. This is the same page you printed out and showed to the person that fingerprinted you. It has an Applicant Tracking Number and a bar code on it.
8. **"FBI Privacy Act Statement"** and **"Noncriminal Justice Applicant's Privacy Rights"**: These 2 forms must be completed and handed in with the pistol permit packet. The forms can be found as part of the pistol permit packet or can be printed from the Newtown Police Department's website.



## TOWN OF NEWTOWN

# PUBLIC FINGERPRINTING SERVICES

**2<sup>nd</sup> THURSDAY OF THE MONTH**

**3:00 P.M – 6:00 P.M.**

(with the exception of State Holidays and severely inclement weather)

Held in the front lobby of the Newtown Police Department

- No appointment is necessary
- Please bring at least one form of government-issued ID
- Bring the Applicant Tracking Number/bar code printout from the pre-enrollment process (see instructions below)
- Fingerprint services are open to residents of other towns
- Face masks required for those who are unvaccinated for COVID19
- Notary Public Services also available (\$5 per item)

**Fingerprint Cost: \$25**

**Payable by: Cash, Money Order, Bank Check, Business Check**  
**(checks made out to Biometric Identification Services)**

**Credit Cards and Personal Checks are NOT accepted**

- Fingerprinting services are provided by Biometric Identification Services. Any questions relative to fingerprinting can be directed to B.I.S. at (888) 436-8778. Additional locations and times of fingerprinting, as well as company information can be viewed on their website at: <http://www.bioidentserv.com/web/>
- Information relative to the Pistol Permit Application process can be found on the Newtown Police Department's website or you may contact the Newtown Police Department Records Division at (203) 270-4254.

Requesting Entity: \_\_\_\_\_

## **FBI Privacy Act Statement**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

***Note: This privacy act statement is located on the back of the FD-258 fingerprint card.***

SIGNATURE	DATE
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**This document must be retained by the Entity.**

# Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: \_\_\_\_\_

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. **All notices must be provided to you in writing.** <sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. <sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

Updated 11/6/2019

If you need additional information or assistance, please contact:

<b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection State</b> <b>Police Bureau of Identification (SPBI)</b> <b>1111 Country Club Road</b> <b>Middletown, CT 06457</b> <b>860-685-8480</b>	<b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> <b>1000 Custer Hollow Road</b> <b>Clarksburg, West Virginia 26306</b>
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SIGNATURE	DATE
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**This document must be retained by the Entity.**

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

**\* Please Note\*** For the time being you can still be fingerprinted without pre-enrolling. You must, however visit the website above and pre-enroll before you turn in your pistol permit packet to the Newtown Police Department. We will not be able to send your prints to the State of Connecticut unless you have the printed page that includes your applicant tracking number and bar code.

**\* Turning in your paperwork:** Within 3 days of being fingerprinted you must bring the aforementioned documents (1 thru 8) to the Newtown Police Department Records Division. You must hand these documents in Monday – Friday between the hours of 8:30 a.m. – 12:30 p.m. and 2:00 p.m. – 3:00 p.m. Records will check over the paperwork to ensure proper completion and will make necessary copies. Please be advised that Records will be closed during Town Holidays.

If you have any questions regarding the pistol permit process, you may contact the Records Division at (203)270-4254 or email: [police.records@newtown-ct.gov](mailto:police.records@newtown-ct.gov). Records is available Monday – Friday, 9:00 a.m. – 4:00 p.m. FOR QUESTIONS.

If you have any questions related to fingerprinting services, you may contact Biometric Identification Services at (860) 563-6300. Follow this link for more information on B.I.S. <http://www.bioidentserv.com/web/>

Rev. 8/4/21

The guidelines for obtaining both a local and state pistol permit are contained in [C.G.S., sec. 29-28](#), [29-28a](#), and [28-29](#).

Applicants must be at least 21 years old and be a legal resident of the United States. **Persons convicted of a felony or any one of 11 misdemeanor offenses detailed in the statute are ineligible to receive a permit.** Persons convicted as a delinquent for the commission of a serious juvenile offense (as defined in [section 46b-120](#)); persons discharged from custody within the preceding twenty years after having been found not guilty of a crime by reason of mental disease or defect (pursuant to [section 53a-13](#)); persons confined in a hospital for persons with psychiatric disabilities, has been voluntarily admitted on or after October 1, 2013, to a hospital for persons with psychiatric disabilities (as defined in [section 17a-495](#)), within the preceding 12 months by order of a probate court; persons subject to a restraining or protective order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person; persons subject to a firearms seizure order issued pursuant to [C.G.S. 29-38c](#) after notice and hearing; and any person who is an alien illegally or unlawfully in the United States, are prohibited from obtaining a pistol permit.

The cost for obtaining a pistol permit is \$70.00. The permit is good for a period of five years. The application paperwork may be obtained from a local police department, city or town hall or first selectman's office in the case of a local permit, or Permitting offices in the case of a state pistol permit.

You are **required** to complete a handgun safety course, which must consist of no less than the NRA's "Basic Pistol Course," prior to submitting the application. The NRA's "**Home Firearms Safety Course**" and "**First Steps Pistol Orientation Program**" are **not approved courses**.

**Live fire is also required.** Computer-generated programs, dry-fire, other simulated shooting tools, plastic bullets, air guns or any other alternatives are not acceptable. Students must fire a semi-automatic pistol or revolver. Any questions should be referred to the Special Licensing and Firearms Unit.

You will also be required to submit to a background investigation, criminal history check and submit fingerprints and photographs in connection with your application. The licensing statute also contains a "suitability clause" which provides that the issuing authority may deny such application, if it determines that the applicant is not a suitable person to possess or carry a pistol or revolver. The suitability clause applies both to the issuance of new permits and revocation of existing permits. Applicants must provide proof you are legally and lawfully in the United States, such as a birth certificate, or U.S. Passport. Legal Alien Residents must provide Alien Registration numbers and 90-day proof of residency. Naturalized citizens require proof of citizenship.

The issuing authority has 8 weeks to review your application and approve or deny. A denial may be appealed to the **Board of Firearm Permit Examiners** as provide in [\*\*C.G.S. Section 29-32\*\*](#).